



RISK ASSESSMENT PROCEDURE

CONTENTS

- 1 AIMS & PURPOSE**
- 2 PROCEDURE**
- 3 RATING RISKS**
- 4 ACTION PLAN**
- 5 REGULAR REVIEW**
- APP A: RISK ASSESSMENT**
- APP B: ACTION LIST**

1 AIMS & PURPOSE

A Risk Assessment is an important step in protecting your members and visitors from harm – as well as complying with the law. It helps you focus on the important risks that really matter – the ones with the potential to cause real harm and help establish good practice.

In order to make informed judgements about health and safety practice around a bowling venue it is necessary to understand:

- Risk assessment process
- The distinction between 'risk' and 'hazard'
- The concept of 'so far as is reasonably practicable'

Risk Assessment Process

This is the ongoing process to evaluate the level of risk and identify methods for risk reduction.

Two factors are used in determining a risk:

- **Probability** - the likelihood of an accident occurring
- **Impact** - the potential severity of any injury

Risks & Hazards

- **Hazard** is anything that may cause harm (eg: chemicals, electricity, uneven paving, lifting heavy objects)
- **Risk** is the possibility that somebody could be harmed

As far as is reasonably practicable

The law does not expect you to eliminate all risk, but you are required to protect people as 'far as reasonably practicable'.

A person who is required to do something so far as is reasonably practicable must assess, on the one hand, the risks of a particular activity and, on the other, the cost in money, time or trouble of safety measures which would avoid risks.

2 PROCEDURE

What is a Risk Assessment?

A Risk Assessment is a systematic method of looking at the risks resulting from all the activities necessary in running a bowls association/club, considering what could go wrong, and deciding on suitable control measures to prevent harm, damage or injury. The assessment should include the controls required to eliminate, reduce or minimise the risks.

Why conduct a Risk Assessment?

Risk Assessments are a fundamental requirement to appreciate where the risks are that may be putting your members and visitors in danger.

What should a Risk Assessment cover?

This will depend on the organisation and will vary depending on the size and complexity of the facilities.

However, assessments must consider everyone who could be affected by that activity – particularly visitors and members of the public who may not be familiar with the venue. Special attention should be given to children and disabled and disadvantaged persons

Legal duties and obligations around Risk Assessment

The process is regulated by The Management of Health and Safety at Work, etc (MHSW) Regulations 1999.

As such, there is a legal obligation to carry out proper assessments – with penalties for non-compliance.

Assessing risks

It is important that Risk Assessments are carried out systematically and all of the foreseeable risks considered.

The Health and Safety Executive recommend an approach where you carry out the process in five steps:

1. **Identify the hazards** associated with normal activities
2. **Identify who could be harmed** by those hazards
3. **Identify how you manage the risks** at present and what further steps might be required to reduce the risks further. These are your control measures.
4. **Record the findings** of your assessment and inform those at risk of the controls
5. **Review the Risk Assessment** on a regular basis (eg: if the members, visitors, the activity or the equipment used changes).

It is a good idea to review your Assessments at least annually.

Look at each activity as critically as possible, observing how it is observed from all potential users.

Controlling risks

When deciding on control measures the following principles should be applied:

- Can the risk be avoided or eliminated?
- Can the risks be contained or localised?
- Can the activity be adapted to suit the circumstances?
- Can new equipment or procedure be used?

3 RATING OF RISKS

Evaluate the risk and decide if existing precautions are adequate or if more should be done.

Consider how likely it is that each hazard will occur (**probability**) and the severity of harm that will result (**impact**) if it does.

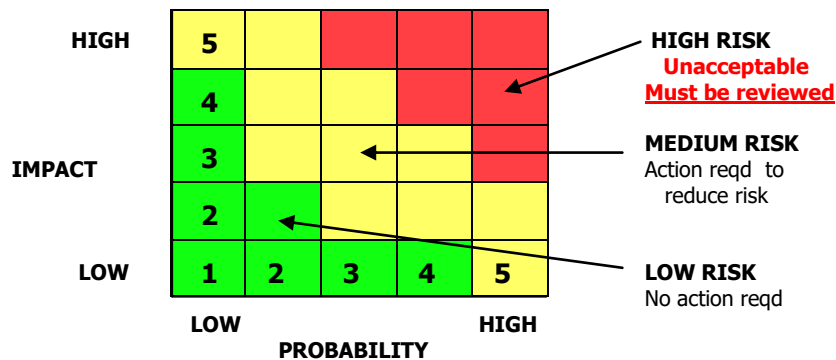
This will determine whether or not you need to do more to reduce the risk.

What you have to decide for each significant hazard is whether this remaining risk is **High, Medium or Low** as follows:

PROBABILITY	IMPACT
1 Zero	1 No impact
2 Low Will seldom occur	2 Slight Injuries requiring first aid only
3 Medium Will occasionally occur	3 Serious Injuries requiring paramedic or a visit to hospital
4 High Will frequently occur	4 Major Injuries causing stay in hospital or absence from work
5 Very High Certain or near certain will occur	5 Severe Death, or major injury or significant irreversible health damage

RISK RATING = PROBABILITY x IMPACT

< 5	LOW	No action required
5 - 14	MEDIUM	Action required to reduce risk
>14	HIGH	Unacceptable – risk must be reviewed



Your real aim is to make all hazards low risk.

4 ACTION PLAN (see App C)

An **Action Plan** should now be prepared listing the actions from the Risk Assessment. Even after all precautions have been taken some risks usually remain.

Don't try to do everything at once.

Make a plan of action to deal with the most important things first.

You should be able to show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the significant hazards
- You gave proper consideration of the number of people who could be involved
- The actions taken are reasonable
- The resulting remaining risk is low.

5 REGULAR REVIEW

Nothing stays the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards.

It makes sense, therefore, to review what you are doing on an ongoing basis.

Every year formally review where you are.

Look at your risk assessment again:

- Have there been any changes?
- Are there improvements you still need to make?
- Have your members or visitors spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date.

Remember Murphy's Law: If it can go wrong, it probably will!

ECSMBA RISK ASSESSMENT PROCEDURE

Policy document prepared by:	PETER FAUTLEY
Date:	2015
Reviewed by:	EXECUTIVE COMMITTEE
Date:	
Annual Assessment:	October

APP A: COMPLETED RISK ASSESSMENT

ASSOCIATION	ESSEX COUNTY SHORT MAT BOWLS ASSOCIATION		
ASSESSMENT CARRIED OUT BY	PETER FAUTLEY	DATE	JUNE 2015

	HAZARD	WHO IS AT RISK	RISK			ACTION / CONTROL MEASURES
			PROB	IMP	RATING	
A	GENERAL ACCESS					
1	Rubbish, litter or broken glass	H: Visitors, members, players	2	2	L	
2	Uneven paths & walkways	H: Visitors, members, players	2	2	L	
B	ELECTRICITY & OTHER SERVICES					
1	Live power cables	L: Players & visiting teams	1	3	L	Isolate or remove safely before play is allowed
2	Lighting to Container	L:Workers, Association Members	3	3	M	Switch on Light during Twilight Hours
C	PLAYING SURFACE					
1	Mat Surface	L:Players	2	2	L	Prevent Access to mats whilst being laid
2	Cleaning Carpets	L: Players	2	2	L	Prevent access to mat while work is in progress
3	Remove outdoors shoes whilst on playing surface	L:Players	1	4	L	Outdoor shoes not be used on playing surface
4	Debris and mud on bowling shoes	L:Players	2	3	M	Bowling Shoes must be removed before exiting the venue. Occasionally Still Occurs - Individuals will be escorted of the premises if continued persistence occurs.
D	SURROUNDING AREAS					
1	Rubbish or sharp debris around venue	L: Players- Visitors	1	3	L	
2	Uneven surface surrounding venue	M: Players & visiting teams	2	2	L	Car park stone gravel, players and visitors should take care whilst attempting enter venue
5	Walkways, ramps	M: Players & visiting teams	1	2	L	

Appendix 5

	HAZARD	WHO IS AT RISK	RISK			ACTION / CONTROL MEASURES
			PROB	IMP	RATING	
E	STORAGE AREAS					
1	Equipment Storage untidy, trips , falls,	M: Workers, Association members	2	2	L	
2	Access to storage area	M: Workers, Association members	4	5	H	Uneven Surface, Step to high into container, broken pallet slippery surface, Walkway to Storage area muddy. Install suitable surface within walkway and into storage container
F	GENERAL					
1	Toilets, Clean and Tidy	L: Players- Visitors	1	2	L	
2	Washing Facilities	L: Players- Visitors	1	2	L	
4	First aid is not provided or is not accessible	H: Players- Visitors	3	3	M	Provide minimum facilities. Consider training First Aiders
5	Electrical fires are safe and easily isolated	L: Players- Visitors	2	2	L	
6	Smoking	L: Players- Visitors	1	3	L	Policy Smoking Prohibited Inside Venue, Players and Visitors Informed before Play.
7	Hot and Cold Beverages including Alcohol	L: Players- Visitors	1	4	L	No beverages or alcohol to be used on mats - can cause Burns, scolds, damage to Mats.
8	Wall inside Venue	L: Players- Visitors	1	3	L	No sitting or standing on wall, Use appropriate entrance to floor of the mat.
G	TRAVELLING					
1	Road Worthiness	L: Players- Visitors	2	5	M	Vehicle to be checked for road worthiness whilst carrying other players or visitors to venues
2	Smoking	L: Players- Visitors	2	3	M	Smoking is prohibited in all vehicles whilst carrying under age children
3	Alcohol	L: Players- Visitors	2	3	M	Use of alcohol in accordance to laws whilst driving . Whilst carrying under age children the best solution is not to drink.
4	Seat belts	L: Players- Visitors	1	5	M	Seat belts to be worn by all occupants
H	Playing area					
1	In accordance to ESMBA rules Players are to notify skips and opposing players on opposite mats that they are about to fire.	L: Players	3	3	M	Umpires requested to monitor and inform players of ESMBA rules.

Appendix 5

	HAZARD	WHO IS AT RISK	RISK			ACTION / CONTROL MEASURES
			PROB	IMP	RATING	
2	Bowls not in use should be left (in long mat ditch or away from playing surface) .	L: Players	3	3	M	Bowls left on long mat surface is hazardous to those playing.
I	Manual Handling					
1	Lifting Mats and fenders etc from container, stretching, fatigue,	M :Workers, Association Members	3	3	M	Mats will require Minimum of 2 People to lift. Do not over stretch, bend. Always take into account the nature of the load
J	UNDER AGE CHILDREN AND VUNERABLE ADULTS					
1	See Under Age Children and Vulnerable Adults Policy	CHILDREN AND VUNERABLE ADULTS	2	4	M	Policy Completed and in place - Nov 2015

APP B: ACTION LIST

CLUB			
ASSESSMENT CARRIED OUT BY		DATE	

RISK NO	HAZARD (SEE RISK ASSESSMENT)	OLD RATING	AGREED ACTION / CONTROL MEASURES	NEW RATING
B1	Make safe Power Cables or remove safely before play is allowed.	M		
B2	Lighting to Container - Switch on Light during Twilight Hours	M		
C4	Debris and mud on bowling shoes.	M		
E2	Access to storage area and walkway - Uneven Surface, Slippery, Muddy.	H		
F4	First aid is not provided or is not accessible	M		
G1	Vehicle Road Worthiness	M		
G2	Smoking	M		
G3	Drinking Alcohol	M		
G4	Seat Belts	M		
H1	In accordance to ESMBA rules Players are to notify skips and opposing players on opposite mats that they are about to fire. On Numerous occasion this fails to happen.	M		
H2	Bowls not in use should be left in long mat ditch or away from playing surface .	M		
I1	Lifting Mats and fenders etc from container, over stretch, fatigue. Probable Guidelines to be written	M		